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**NAVY PUBLIC WORKS CENTER
NORFOLK, VIRGINIA
UTILITIES DEPARTMENT**

STANDARD OPERATING PROCEDURE / JOB HAZARD ANALYSIS

**TITLE
RECEIVING FUEL AT NH-94**

**PROCEDURE NUMBER
WC 627 HVE 007**

SIGNED: _____
(DATE)

APPROVED: _____
(DATE)

SAFETY PROFESSIONAL: _____
(DATE)

MANAGEMENT OFFICIAL: _____
(DATE)

REVISION

A

RECEIVING FUEL AT NH-94

DISTRIBUTION

CODE	REV/DATE	REV/DATE	REV/DATE	REV/DATE	REV/DATE	REV/DATE	REV/DATE
601.C3							
620							
622							
610.E1							
622.2							

RECEIVING FUEL AT NH-94

REVISIONS

REV	DESCRIPTION	SIGNATURE	DATE
A	Initial Issue.		

RECEIVING FUEL AT NH-94

Purpose:

Procedure to receive generator diesel fuel at NH-94.

Potential Energy Sources:

1. Diesel fuel.

Tools and PPE:

Tools: Fuel tank measuring device. PPE: Safety Shoes and work gloves.

References:

1. PWC Occupational Safety and Health Program Manual, PWCNORVAINST 5100.33E
2. Occupational Safety and Health Standards for General Industry (29 CFR PART 1910): Subpart I, Personnel Protective Equipment; Subpart H, Hazardous Materials.

Procedures:

1. Before fuel is added to the storage tank
 - a) measure the depth of fuel already in the vessel.
 - b) get a sample of the delivery truck's fuel
2. Bond the truck to the storage tank's piping system.
3. Off load fuel into storage tank.
4. After fuel has been added, measure the depth of fuel in the tank. Use the measurement per Step 1 and this measurement to calculate the amount of fuel delivered. Compare this figure to the delivery ticket provided by the truck driver. If the difference is greater than 200 gallons, use the delivered fuel value calculated from the tank measurements as the correct amount of provided fuel. Record the fuel delivered .

END